

Policy:	Policy Manual No.	Authorised By:	Policy Section:	Effective:	Review Date:
Electronic Mail & Internet Usage (EMI)	CoM - EMI	Governance	Communication & Media (CoM)	27/06/2017 Motion: 2/24/6	01/01/2023; Yearly

## ELECTRONIC MAIL & INTERNET USAGE (EMI) POLICY

### 1 Purpose:

This purpose of this document is to help Staff, Executive and Governance of the Glenfield Community Centre Incorporated (“GCC”, “the Centre”) understand the Centre’s expectations for the use of electronic resources in the particular conditions of the Internet, and to help persons use those resources wisely.

### 2 Definitions:

**Electronic Mail (‘Email’)**—the exchange of computer-stored messages by telecommunication.

**Internet**—a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardised communication protocols.

### 3 Policy:

#### Use of Internet and Email for Business Purposes:

The use of Glenfield Community Centre’s Internet and e-mail systems is intended for Glenfield Community Centre business including communicating with clients and stakeholders, staff research, communication, and professional development within the broad business objectives of the organisation.

#### Monitoring of Internet Usage:

The organisation has software and systems in place that can monitor and record all Internet usage, and reserves the right to do so at any time. No employee should have any expectation of privacy as to their Internet usage. Management may review Internet activity and analyse usage patterns, and may choose to publicise this data to assure that organisation Internet resources are devoted to maintaining the highest levels of productivity.

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### **Confidentiality of Email:**

The confidentiality of any electronic message using the Centre’s email or Internet system should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.

### **Personal Use:**

Personal use of Internet and e-mail services cannot interfere with business operations and normally should be limited to non-working hours (breaks, lunch).

### **Inappropriate Use and Transfer of Information:**

E-mail and Internet services, or any other network or computer resources, shall not be used for viewing, archiving, storage, distribution, editing or recording of threatening, obscene, harassing or derogatory material; or transmittal of material that is confidential to the organisation (e.g. membership lists, accounting records, business plans, etc.).

### **Sexual Content and Images:**

E-mail and Internet services, or any other network or computer resources, shall not be used for the viewing, archiving, storage, distribution, editing or recording of any kind of sexually explicit image, material or document.

### **No Control of Content:**

Glenfield Community Centre has no control over the information or content accessed through the Internet and cannot be held responsible for its content.

### **Download and Installation of Programs:**

Use of the e-mail or Internet systems to receive (download) software programs, utilities or software extensions is prohibited without prior authorisation from the Centre Manager. This includes (but is not limited to) screen savers, games, and utility programs. It does not include files such as Word documents, Excel documents, Adobe Portable Document Format (pdf) files and the like used as part of normal business activity.

### **Software Remains Property of Centre:**

Any software or files downloaded via the Internet into the organisation computers or network become the property of the organisation. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

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### **Illegal Software Downloads:**

No employee may use organisation facilities knowingly to download or distribute pirated software or data. The use of file swapping software on organisation computers and organisation networks is prohibited.

### **Virus Software:**

No employee may use the organisation's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.

### **Hacking:**

No employee may use the organisation's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

### **Unlawful Activity:**

This organisation's Internet facilities and computing resources shall not be used knowingly to violate the laws and regulations of New Zealand or any other nation in any material way. Use of any organisation resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.

### **Use of Passwords:**

Users of Glenfield Community Centre's information systems are prohibited from using password protection to restrict access to files on Centre systems, without authorisation from the Centre Manager.

### **Open Identity:**

Each employee using the Internet facilities of the organisation shall identify himself or herself honestly, accurately and completely (including one's organisation affiliation and function where requested) when participating in email, chats or newsgroups, or when setting up accounts on outside computer systems.

### **Use of Email Addresses for Non-work Forum:**

The chats, newsgroups and e-mail of the Internet give each individual Internet user an immense and unprecedented reach to propagate organisation messages and tell our organisational story. Because of that power, we must take special care to maintain the clarity, consistency and integrity of the organisation's image and posture.

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Anything any employee writes on the Internet in the course of working for the organisation can be taken as representing the Glenfield Community Centre's organisational position. For this reason, users of the Centre's e-mail system are prohibited from using their Glenfield Community Centre e-mail address (e.g. someone@gcc.net.nz) or otherwise identifying themselves as employees of Glenfield Community Centre when participating in non-work related online discussion forums, bulletin boards, web sites, or chat sessions. Temporary or contract workers are not permitted to use Glenfield Community Centre e-mail and Internet services unless authorised by the Centre Manager.

#### **Governance Chair is Media Spokesperson:**

Normally only the Chair of the Governance Group is duly authorised to speak to the media, to analysts or in public gatherings on behalf of the organisation or may speak/write in the name of the organisation to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of this organisation, the employee must refrain from any unauthorised political advocacy and must refrain from the unauthorised endorsement or appearance of endorsement by the organisation of any commercial product or service not sold or serviced by this organisation.

#### **Confidential Information:**

Employees are reminded that chats and newsgroups are public forums where it is inappropriate to reveal confidential organisation information, customer data, trade secrets, and any other material covered by existing organisation secrecy policies and procedures. Employees releasing protected information via a newsgroup or chat – whether or not the release is inadvertent – will be subject to all penalties under existing data security policies and procedures.

#### **Intellectual Property:**

The organisation retains the copyright to any material posted to any forum, newsgroup, chat or World Wide Web page by any employee in the course of his or her duties.

#### **Breaches of Code of Conduct:**

Use of organisation Internet access facilities to commit infractions such as misuse of organisation assets or resources, sexual harassment, unauthorised public speaking and misappropriation or theft of intellectual property are also prohibited by general organisation policy, and will be addressed under the relevant provisions of the Employee Handbook and Code of Conduct. Any employee who violates this policy or uses the Internet system for improper purposes shall be subject to discipline, up to and including discharge.

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#### 4 Audience:

All GCC Governance, Executive, and Staff.

#### 5 Legal compliance:

Copyright Act 1992

Defamation Act 1992

Fair Trading Act 1986

Official Information Act 1982

Privacy Act 1993

Public Records Act 2005

#### 6 Related procedures / documents:

Code of Conduct Handbook

Cyber Security Policy

Employee Handbook

Social Media Policy

Media and Communications Policy

#### 7 Document Management Control:

<b>Prepared by:</b>	GCC Manager
<b>Authorised by:</b>	Governance
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